
PROCEDURE

The supervising adoption agency must initiate the process of applying for adoption assistance, nonrecurring adoption expenses, and medical subsidy programs. Pursuant to MCL 400.115m, all prospective adoptive families of children in the state's care must be given information about the adoption assistance programs and the opportunity to request a determination of eligibility.

The DHS Publication 538, Michigan's Adoption Assistance Program, and the DHS-4081, Adoption Assistance Intent Statement, must be provided to the prospective adoptive family at the time the DHS-4809, Intent to Adopt, is given to the family. The Michigan Department of Health and Human Services (MDHHS) recommends that agencies apply for the adoption assistance programs for all children being adopted from the state's care in order for the Adoption and Guardianship Assistance Office (AGAO) to make determinations of eligibility.

For a child to be eligible for adoption assistance, eligibility must be determined by the AGAO and the DHS-4113, Adoption Assistance Agreement, must be negotiated and signed by the adoptive parent(s) and the adoption and guardianship assistance program manager or MDHHS designee prior to the final order of adoption being entered; see [AAM 200, Adoption Assistance Eligibility and Funding Source Determination](#) and [DHS Publication 538 \(https://www.michigan.gov\)](#).

An adoption medical subsidy application should be submitted for all currently diagnosed medical and mental health conditions for the child; see [AAM 400, Medical Subsidy Eligibility](#).

For children being adopted within 120 days of their 18th birthday, in addition to the adoption assistance eligibility process, a finalized adoption assistance agreement and order of adoption must be in place before the child's 18th birthday. The adoption worker must assist the prospective adoptive family with completing the young adult extension application criteria found in [AAM 631, Extensions for Youth Adopted at Ages 16-17](#).